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25 May 1959

MEMORANDUM FOR: Chief, Medical Staff

SUBJECT : Medical Staff Training Report For Calendar Year 1958

1. A recent survey of Medical Staff personnel was completed for the purpose of determining a true record of Headquarter's personnel who have already completed the required basic Agency courses and also to record those individuals who have not attended these courses. The remaining figures will assist in planning the training for Medical Staff personnel during the next year. The survey was also undertaken to determine the number of persons it would be necessary to have in training at all times to maintain the 5% goal, as well as how best to plan this training, so that obligations may be met with the least loss in efficiency. One must bear in mind the percentage of training, as it is the figure established by the Agency as the desired percentage of employees who should receive training during a calendar year.

2. For the Medical Staff to maintain the 5% goal, the equivalent of four persons must be in full-time training at all times during the year. It is believed the Medical Staff can meet its training obligations if the following recommendations are carefully put into action:

- a. All returnees who have not attended the IOC or similar types of training should be enrolled in the next course offered or enrolled at the next convenient date.
- b. If the above course has been attended in the past, the returnee should be enrolled in the Clandestine Services Review Course.
- c. All Headquarter's personnel who have not attended the IOC should be scheduled for the next convening class or for a specific convenient date.
- d. All new professional employees, i.e., physicians, psychiatrists, technicians and nurses should be enrolled in the IOC immediately upon entrance on duty.
- e. All employees in administrative positions who have completed the basic types of training should be considered for advance types of training including Logistics, Supervision, Management, Effective Writing, Policy Writing and Clandestine Services Review.

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f. An on-the-job training program or a rotation plan of training should be established for the following reasons:

- (1.) Senior technical and service types or administrative officers would be permitted to better and broaden their understanding of the support functions and contributions of the individual offices of the Medical Staff.
- (2.) The new technicians would be able to broaden their knowledge and capabilities permitting them to do a better job in carrying out their responsibilities in the field at a small station where they may be required to handle all aspects of medical support, i.e., independent duty.

g. More emphasis should be placed on language training, in keeping with current Agency thinking. All personnel should be encouraged to at least obtain a basic knowledge of the most commonly used language related to the area of their assignment.

3. These recommendations, if properly implemented, would assure the Medical Staff that it can definitely meet its quota and, at the same time, better prepare its personnel for more efficient service and a better planned career with the Agency.

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Training Officer, Operations Division,  
Medical Staff

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